9. Exiting

This section explains two ways to exit the Metrics application: using the menu bar and using the tool bar icons. Either way will work from any screen except the Log-in screen and the Menu screen. If you do not know what the menu bar and tool bar are, see Sections 5.3 and 5.4. To see how to exit from the Log-in screen, see Section 2.4.

> **Using the Menu Bar to Exit**
> **(A Summary)**
>
> 1. Select the File menu bar
> 2. Select Exit from the File options.
> 3. Respond to the pop-up windows.

9.1 Exiting Via the Menu Bar

The first step in exiting from the Metrics application is to click on the word "File" in the menu bar. To do this, move the mouse until the pointer is on File and then press and release the left mouse button. Another way to select File is to use the keyboard method of pressing the Alt and F keys at the same time. When you select File, a list of options appears as shown in 5.2.

Next, select the Exit option by clicking on it or by pressing the Alt and E keys on the keyboard. Both selection methods display the same pop up window that is shown in Figure 9.1. This exit pop-up window gives you the option of continuing the exit procedure or returning to the application. If you want to continue running the application, click on **No**. If you decide that you really do want to exit, click on **Yes**.
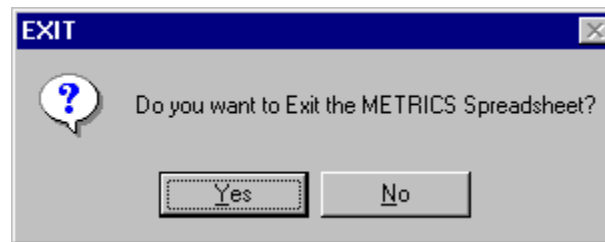

Figure 9.1 Exit Pop-Up Window

If you made any changes before you click **Yes**, another pop-up window opens that gives you the option of saving your changes before closing or exiting the application without saving (Figure 9.2). Click **Yes** to save your work and close the application. You will be returned to your Windows Program Manager.
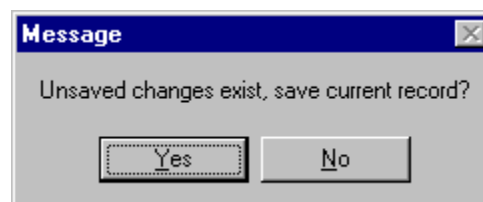

Figure 9.2 Save Changes? Pop-Up Window

 (If you did not make any changes before you select <u>Y</u>es in the "Do you want to exit…" pop-up window, you will also be returned to your Windows Program Manager. There were no changes, so the question of saving them is not addressed.)

Click **No** if you want to close the application without saving your changes. The application will close without saving your changes and return you to your Windows Program Manager.

9.2 Exiting Via the Tool Bar

To use your tool bar to close the Metrics application, click on the exit icon shown in Figure 9.3. When you click on the exit icon, an exit pop-up window will open in the middle of the screen as shown in Figure 9.1.
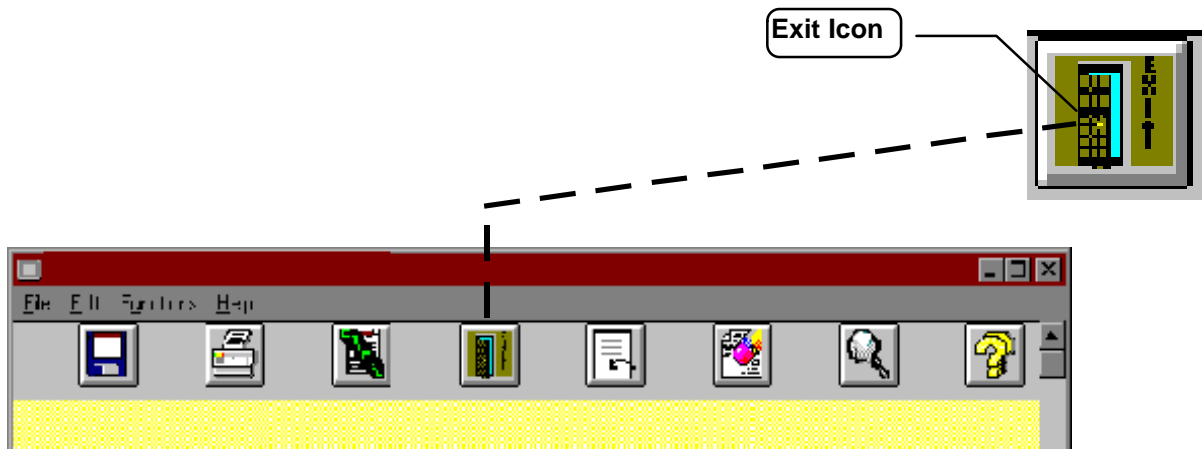

Figure 9.3 Exit Icon

The exit pop-up window gives you the opportunity to change your mind about exiting the application. If you do not really want to exit, click on **No**. If you decide that you really want to exit, click on **Yes**. When you click **Yes**, another pop-up window (Figure 9.2) opens. This window gives you the option of saving your information.

If you want to save your work, click on **Yes** in the message box (or press the enter key on the keyboard to accept the highlighted default of **Yes**). When you select **Yes**, the application saves your work and closes, taking you back to your Windows Program Manager. If you did not make any changes, your computer will close the Metrics application and take you back to your Windows Program Manger without displaying the pop-up window shown in Figure 9.2. If you made changes and you do not want to save them, click on **No**. When you click **No**, the application closes without saving and takes you back to your Windows Program Manager.